



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

Community Program Technician I (Full Time/Unclassified)

CoC Program Specialist –Community Health Bureau

\$16.607 - \$22.696 per hour

DEPARTMENT OF HEALTH & HUMAN SERVICES

POSITION:

The City of Long Beach Department of Health and Human Services, Community Health Bureau, Homeless Services Division, is recruiting for a Community Program Technician I to serve as an assistant for the Division's Continuum of Care Program (CoC). Under the direction of the Homeless Services Officer, this position is responsible for administrative duties and grant/contract deliverables for the Homeless Services Division. The position is located at the Main Health Department, 2525 Grand Ave., Long Beach, CA 90815.



EXAMPLES OF DUTIES:

- Provides administrative support to the Homeless Services Division including, but not limited to: contracting, invoicing, and Request for Proposal processes.
- Support for the CoC Board, General Membership, and Homeless Services Advisory Committee.
- Reviews and analyzes federal program regulations as they relate to the CoC program.
- Provides technical and operational support for the development and implementation of new policies, procedures and guidelines for the CoC program.
- Reviews data, performance management, and contract compliance.
- Performs other related duties as required.

QUALIFICATIONS:

- High School Diploma or equivalent required. Bachelor's college degree is desirable.
- Two years of paid experience providing technical support for the delivery of programs, activities, and services to diverse communities with at least one

QUALIFICATIONS (cont.):

year of experience working directly with the public. (College education in a related field may be substituted for the required experience on a year-for-year basis).

- Knowledge of and experience with Human Services contract management is desirable.
- Experience with fiscal and programmatic reporting to funders.
- Valid California motor vehicle operator license.

SUCCESSFUL CANDIDATES WILL DEMONSTRATE:

- Excellent written, verbal, and interpersonal communication skills.
- Ability to work independently with general supervision and exercise sound judgment.
- Ability to work within deadlines, manage multiple assignments, and set appropriate priorities.
- Excellent customer service skills.
- Proficiency in e-mail and Microsoft Office, including Word, Excel, Access, and PowerPoint.

APPLICATION PROCESS:

This recruitment will close at 4:30 p.m. (Pacific Time) on Friday, April 8, 2016. To be considered, please email a letter of interest, and resume to the email address below. Please include "Req HE16-026 CH CPT- CoC" in the email subject line.

LBDHHS-JobApplications@longbeach.gov

Resumes will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-026)

The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009. In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.